

SENIOR CUSTODIAN*Class Definition*

Under general supervision, provides lead direction to an assigned crew, and performs custodial and minor building maintenance work in the upkeep and operation of City facilities.

Distinguishing Characteristics

Senior Custodian is an advanced working/lead class. Incumbents perform custodial and minor building maintenance work, inventory and order supplies, provide lead direction and training to subordinate employees, and prepare written reports on their performance. Senior Custodian is distinguished from Custodian in that the latter is the working level class and incumbents are not responsible for providing lead direction to other employees.

Typical Tasks

(An incumbent may not be assigned all duties listed, nor do the examples cover all duties which may be assigned.)

Provides lead direction and training to subordinate employees in the performance of custodial duties; may provide input for performance evaluations and disciplinary actions.

Sweeps, vacuums, mops, waxes, and polishes floors; washes walls, woodwork, and blinds; moves furniture; operates power cleaning and buffing equipment; shampoos and removes stains from carpets; empties wastebaskets and ashtrays.

Washes windows and showcases; polishes brass; changes lighting lamps, starters, and fuses.

Cleans restrooms and replenishes supplies; makes minor repairs to plumbing.

Inventories and orders cleaning materials and supplies in accordance with prescribed procedures.

May assist skilled and semi-skilled workers in a variety of building maintenance and repair tasks.

Participates in the assembly, disassembly and relocation of office furnishings; arranges, removes, and stores chairs, tables, and equipment required for meetings and examinations.

Assists in maintaining building security; may assist in crowd control or searches of public buildings in the event of potential hazards or bomb threats.

Operates light automotive equipment to transport personnel, supplies, and materials to work locations.

Performs related duties as required.

Knowledge, Abilities, and Skills

Knowledge of the tools, equipment, supplies, materials, methods, and procedures used in custodial work and minor maintenance of large buildings, equipment, and facilities.

Knowledge of the basic methods and procedures used in supervising, training, and leading subordinates.

Knowledge of the methods and machines used in carpet and hard floor care.

Knowledge of department rules, regulations, and procedures.

Knowledge of the safety hazards and precautions in the trade.

Ability to perform custodial and minor building maintenance work.

Ability to train, lead, and review the performance of subordinates.

Ability to establish and maintain effective working relationships with co-workers and the public.

Ability to follow oral and written instructions.

Ability to understand and use simple check lists, supply forms, report forms, and related paperwork.

Ability to read and write English at a level necessary to complete simple report forms and to make simple computations.

Skill in the use and care of equipment, tools, materials, and procedures used in custodial work and minor maintenance of large buildings, equipment, and facilities.

Minimum Qualifications

One year of experience equivalent to that gained as a Custodian with the City of Fresno.

Necessary Special Requirement

Possession of a valid California Driver's License at time of appointment

APPROVED: _____
Director of Personnel

DATE: _____